

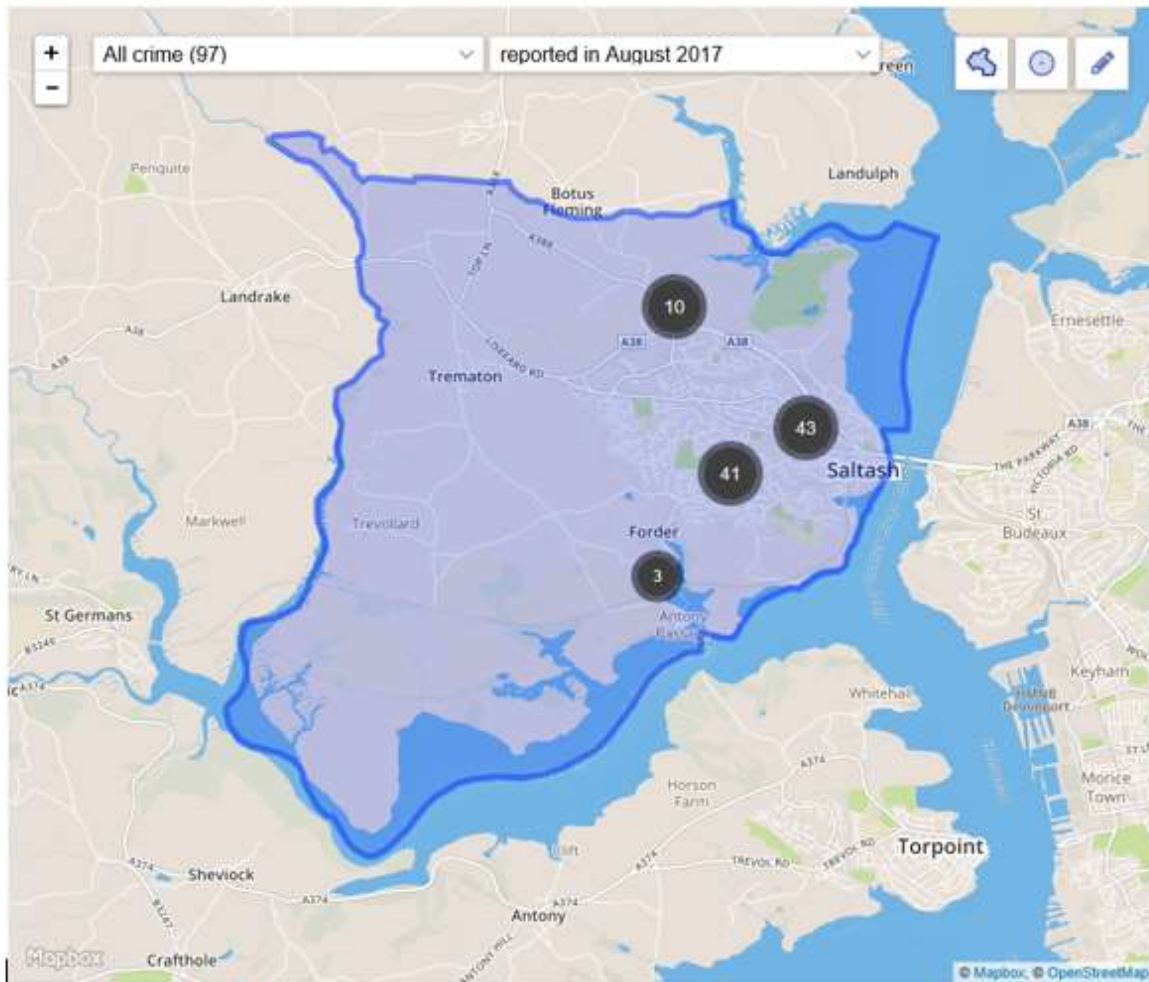
Appendix A

MAYOR'S REPORT TO STC THURSDAY 2ND NOVEMBER 2017

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Since the last meeting the Mayor has attended:

Saturday 7 th October	Launch of SEA Saltash REFILL event on Fore Street
Monday 9 th October	Saltash Music, Speech & Drama Festival AGM at Wesley Church
Wednesday 11 th October	<u>Speaking</u> to students at saltash.net
Saturday 14 th October	Dementia Voice PL12 Veterans Group Coffee Morning at Saltash Baptist Church
Saturday 21 st October	Saltash Branch RNA Trafalgar Night Dinner <u>at</u> the China Fleet Club
Friday 27 th October	Plymouth Area Police Choir Concert at Saltash Wesley Church
Saturday 28 th October	Saltash & District RBL Festival of Remembrance at Saltash Wesley Church

APPENDIX B

reported in August 2017

All crime (97)
Crime types
Anti-social behaviour (33)
Bicycle theft (0)
Burglary (4)
Criminal damage and arson (7)
Drugs (1)
Other crime (6)
Other theft (10)
Possession of weapons (0)
Public order (3)
Robbery (0)
Shoplifting (4)
Theft from the person (0)
Vehicle crime (0)
Violence and sexual offences (29)

APPENDIX C

www.communityenterprisespl12.co.uk

4 Fore Street, Saltash PL12 6JL

Report to Saltash Town Council: November 3 2017

Our news this month:

18 Belle Vue Road With a two-year extension to our Lease having been offered by Cornwall Council, we are proceeding with some improvements to the building, which is currently scaffolded. Gutters, fascia boards, etc. are being renewed (not before time) and new roof lights added to improve the top floor environment. We have also repaired and re-finished a parquet floor. We trust this planned investment will show to Cornwall Council that we are a responsible body fit to take over the freehold of the building in due course.

Community Transport We have just bought an additional Hopper Bus, second hand, from our own funds. It will be appearing on the road very shortly. This will give us extra flexibility as the service expands, removing the need to keep hiring other buses when one of ours is off the road, and taking the pressure off the ageing original Hopper bus. This is part of a Business Plan for the service which will be agreed by Directors this week.

Health and Care Services We continue to support and represent patient views in a range of forums, but we have become alarmed at the lack of progress to determine the future of St Barnabas. The Minor Injuries Unit and the beds have now been "temporarily" closed for over a year. What we see happening is that some NHS community staff have been moved to work as a team from St Barnabas, which is a good thing; but we have no idea whether local beds will ever return. We know that Saltash people are regularly placed at Liskeard Hospital on discharge from Derriford or directly from home, which we do not believe is the right outcome for most individuals, and this would denude local provision if continued. We also believe that Minor Injuries will probably become the responsibility of the two surgeries on their own premises, although the money to do this has yet to be transferred within the NHS. We think patients will benefit from this if it is properly funded and organised.

Other Enterprises and Activities Things are ticking over elsewhere, and our administration is developing. We are investing in new procedures for Health and Safety and Safeguarding; and we have registered for VAT despite our turnover being below the threshold. The reclaim of VAT on the bus running costs should bring financial benefit. We are currently looking at a couple of "Pop Up" opportunities in Fore Street, and will report on these if they come to fruition.

Peter Thistlethwaite
Chair



APPENDIX D**Notes**

Meeting:	Cornwall Gateway Community Network Panel
Date:	Tuesday 12 September 2017
Time:	6.30pm
Location:	Committee Room, Torpoint Town Council

Present	Title/Representing
Derek Holley	Cornwall Councillor – Saltash East (Chairman)
Sheila Lennox-Boyd	Cornwall Councillor – Saltash North
Hilary Frank	Cornwall Councillor – Saltash South
Jesse Foot	Cornwall Councillor – St Germans and Landulph
Gary Davis	Cornwall Councillor – Torpoint East
John Crago	Cornwall Councillor – Torpoint West
John Tivnan BEM	Torpoint Town Council
Jean Dent	Mayor of Saltash, Saltash Town Council
Trevor Aughey	Botus Fleming Parish Council
Nicky Roberts	Millbrook Parish Council
Nigel Witton	St Germans Parish Council
Steve Barnes	St Germans Parish Council
Diana Lester	Sheviocck Parish Council
Chris Wilton	Chairman, Maker with Rame Parish Council
Martin Worth	Chairman, Landulph Parish Council
Inspector Julian Morris	Sector Inspector, Devon and Cornwall Police
Tim Fleckney	Member of Public
Nigel May	Member of Public
Tish Roberts	Programme Manager, Superfast Cornwall (min no 4)
Simon Mould	Head of Community Safety and Localism, Cornwall Council
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council

Apologies for absence:

Cornwall Councillor George Trubody (Rame Peninsula)
 Cornwall Councillor Sam Tamlin (Saltash West)
 Paul Walker – Service Director, Resilient Cornwall, Cornwall Council
 Tony Parry – Saltash CIC

Item	Key/Action Points	Action by:
1.	Welcome and Introductions Cornwall Councillor Derek Holley, Chairman of the Community Network Panel welcomed all presented and invited everyone to introduce themselves.	
2.	Public Participation Mr Fleckney spoke under agenda item 3; Air Quality in Tideford. Mr May spoke under agenda item 4; Superfast Cornwall.	

3.	<p>Cornwall Gateway Community Network Panel Priorities</p> <p>Air Quality in Tideford Catherine Thomson (CT), Community Link Officer reported that the Network Panel agreed at its previous meeting to consider air quality as one of its priorities. It was agreed that a local Focus Group would be established to work collectively on this issue.</p> <p>CT updated that a meeting with key partners including Cornwall Council, St Germans Parish Council and Highways England took place in August. It was recognised that there needed to be a partnership approach and agreed that a working group would be formed. St Germans Parish Council will be the lead organisation and will formally invite key organisations to join the working group and will arrange future meetings.</p> <p>The group will look further at potential solutions and investment opportunities. Outcomes will feed into the work and consultations already underway to develop the Highways England Road Investment Strategy (RIS) covering the period post 2020.</p> <p>Councillor Witton highlighted that there is an objective as part of the RIS, to look not only at Tideford but the section of road stretching from Marley Head through the Glynn Valley to Bodmin.</p> <p>It was queried whether other affected neighbouring Councils should be invited to join the group. In response, CT explained there is a wider A38 issue and that there is likely to be a separate action group which will run in parallel with the Tideford group.</p> <p>Mr Fleckney referred to a complaint made to Cornwall Council, and subsequently with the Local Government Ombudsman, that the action by Cornwall Council in announcing consideration of compulsory purchasing devalued his property. The decision of the Ombudsman found the property had devalued but this was not due to Cornwall Council declaring the area as an Air Quality Management Area which legally it was obliged to do. However, Cornwall Council was found to be at fault on inadequate consultation on the Clean Air for Cornwall Strategy and revised Action Plan.</p> <p>It was agreed that the Tideford air quality issue will be an agenda item for future Panel Meetings.</p>	CT
4.	<p>Superfast Cornwall Update Tish Roberts, Project Manager for Superfast Cornwall was welcomed to the meeting. Tish gave an update on the current position with the project and the next phase. Please see full update attached to these notes.</p> <p>Tish outlined that there are 15,825 premises registered in the Cornwall Gateway network area. 624 premises are getting less than 15mbps and 886 premises less than 30mbps.</p> <p>A number of weak areas were highlighted by panel members. An indicative list of postcodes which could be feasible for an upgrade will be published by Superfast Cornwall by the end of September.</p> <p>Tish explained that it is not possible to set any priorities for individual areas. With such large numbers of premises and businesses that could</p>	

	<p>benefit from an upgrade, the roll out of the programme needs to be determined by a financial/engineering model that provides value for money by maximising the number of premises upgraded.</p> <p>Tish highlighted that for properties not included in the upgrade areas, there will be a grant scheme available for residents to apply for up to £1700 to connect their property in another way e.g. mobile connection or satellite. Details of the scheme are still being finalised but it is expected to be launched in January 2018.</p> <p><i>Questions and Answers</i></p> <p>Q. What is the definition of 'Superfast'?</p> <p>A. 30mbps and below.</p> <p>Q. How will people know if their property is included in the upgrade area?</p> <p>A. Superfast Cornwall will publish a list of all the postcodes on their website by the end of September. A notification postcard will also be sent to the properties concerned. An update will also be sent to the Community Link Officer to circulate.</p> <p>Q. How can I check the speed of my broadband connection?</p> <p>A. Through the BT Performance Test website; https://www.bt.com/help/home/broadband/speedtest/</p> <p>Q. We are currently running on copper wire on a 2mile stretch from the exchange. There is continual disruption to the service due to lines being in isolated rural areas and being affected by trees etc. Other rural areas must experience similar problems. What contact have you got with BT and Open Reach to maintain a decent copper wire service let alone Superfast?</p> <p>A. We manage the tender of behalf of Cornwall Council. We record all issues reported to us from members of the public which we escalate to BT. We acknowledge the old technology is working at capacity but there is only a limited amount of funding available.</p> <p>TR to provide Mr May with the detailed exchange map for Tideford to Quethiok.</p> <p>Simon Mould, Head of Community Safety and Localism, Cornwall Council highlighted the importance of engaging with all customers. As part of the National Customer Service and Get On Line Week, Cornwall Council will be promoting its services and showing customers how to access them online with volunteers at various locations to speak to customers and give demonstrations.</p>	TR
5.	<p>Strengthening Community Networks Please see presentation attached.</p> <p>CT reported that at the Cabinet Meeting held on the 6th September, proposals to strengthen Community Networks were agreed. A summary of the proposals were circulated. Please see copy attached to these notes. The proposals will be introduced in stages over the next few months and there will be further engagement through the Community Network Panels (CNP) and the proposed Localism Summits.</p> <p>As part of the proposals, representatives from the Council Leadership Team</p>	

<p>(CLT) have been appointed to CNPs. CT introduced Simon Mould (SM), Head of Community Safety and Localism who was representing Paul Walker, Director of Resilient Cornwall.</p> <p>CT outlined the proposed improvements to be implemented between September-December 2017 and sought views from the panel;</p> <p>Frequency of Meetings Panel agreed to continue with the current arrangement of quarterly meetings with the AGM forming part of one of the four meetings.</p> <p>Member Feedback and Town and Parish Council Updates Panel agreed that CT/LG will ask for any feedback/updates from Members and Town and Parish Councils in advance of the panel meetings. The list of issues will then be circulated with the agenda. There will be a 15-minute agenda item for anyone to ask questions.</p> <p>Town and Parish Council Presentations Panel agreed that Town and Parish Councils can notify CT/LG if they have any specific issues they would like added to CNP agendas.</p> <p>Partner Updates Panel agreed to continue with the current arrangement of inviting the police to attend CNP meetings. Panel also agree to continue inviting other partners as and when relevant depending on issues being discussed.</p> <p>Geography The Panel considered the proposals and suggested;</p> <ul style="list-style-type: none"> • Geographical sub-groups – formalise the Rame Cluster. • Cross-CNA task and finish groups – A38. • Joint meetings of CN Panels – if the need arises. <p>Community Chest 'Celebration/Cheque Presentations' at CNP Meetings The Panel considered this was a role for individual Councillors rather than the CNP.</p> <p>Local Reporting Lines Each CNP is asked to consider if they need to take any steps to improve reporting links with local partnership bodies. The panel felt that this would be addressed through the priority setting process.</p> <p>The panel generally welcomed the proposals as a positive step forward as it gives more weight and recognition to the CNPs.</p> <p>SM explained that in relation to Highways, it is proposed that CNPs are the local key point of contact for engagement and consultation for major capital transport schemes in or affecting their CNA. It is also proposed that CNPs can make recommendations to the Portfolio Holder for Transport on the prioritisation of transport schemes. A Task and Finish Group has been established to develop a process for this. The proposed process will be reported back to Cabinet Members and final arrangements will be agreed in consultation with CNPs.</p> <p>It was queried whether CNPs would be able to employ external contractors if they had their own budgets. SM to follow up and report back.</p>	<p>CT/LG</p> <p>SM</p>
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	<p>With proposals to introduce more powers, it was queried what additional resources will be given to Community Networks. SM explained that options are being explored including additional staff resources, looking at how best to utilise links to emergency management, changing organisational structures to align with CNAs, introducing CLT representatives to support CNPs and working with colleagues to assign key service contacts to CNPs.</p>	
6.	<p>Update from Sector Inspector Julian Morris, Devon and Cornwall Police</p> <p>Inspector Morris was welcomed to the meeting. He reported that there has been an 18% increase in recorded crime in the last 12 months. 2908 crimes were reported in the network area (an increase of 8 crimes per week) with 900 occurring in the Saltash area and 570 in the Torpoint area. However, it was explained that this is a national trend and is due to a change introduced by HIMC in 2015 in how historical crimes are recorded.</p> <p>Since 2009, the police force has managed to save £54million and seen a reduction in police officers from 3500 to 2900. However, the force still has to make a further £9million in savings.</p> <p>The Police and Crime Commissioner has released a significant sum from reserves to increase the number of operational officers over the next four years. In addition, there will be a team of police staff who will directly support front line policing e.g. taking witness statements over the telephone. This is expected to free up a significant amount of police officer hours.</p> <p>In order to achieve this, the Chief Constable proposes to make a significant reduction to the number of PCSOs. It is expected that this will be through other employment opportunities in the force and through voluntary redundancies.</p> <p>There are currently 13 PCSOs for the whole of the East Cornwall sector. By the end of November 2017, this will be reduced to 8. There will be 2 PCSOs covering Saltash and 1 for Torpoint. There will be a Sergeant and Neighbourhood Bear Manager for each station and 6 PCs covering the 4 stations (Saltash, Torpoint, Liskeard and Looe).</p> <p>Whilst staff numbers are reducing, there are no plans to close any stations in the 4 towns. Saltash has just undergone a refurbishment, there are plans to redevelop Torpoint, Looe is looking to co-locate with the Fire Service and there is a meeting in the near future to discuss plans for Liskeard.</p> <p>Inspector Morris was thanked for his attendance and valuable input. The Chairman advised that for future meetings the Police item will be moved to be beginning of the agenda.</p>	LG
7.	<p>Start time of meetings</p> <p>The Chairman advised that a request has been received from a Member for meetings to start at a later time. The network panel considered the request but felt that meetings should continue to start at 6.30pm.</p>	
8.	<p>Supporting CNA Parish Council representatives</p> <p>The Chairman issued an invitation to the Parish Councils within the network area and asked if they could advise if they would like him to attend any</p>	ALL

	future meetings so that he can introduce himself as the recently appointed Chairman of the CNP. The importance of the network panels would also be highlighted and the value of attendance at meetings.	
9.	<p>Neighbourhood Plan Updates – open discussion</p> <p>Saltash – Plan is in the process of being written and progress is being made.</p> <p>Botus Fleming – Nearly completed the evidence gathering. Now looking at drafting policies but feeling under resourced. CT advised that there is an Engagement Officer, based within Cornwall Council's Planning and Sustainable Development Team who can offer support and guidance to groups. CT to arrange contact between Zoe Bernard-John (Engagement Officer) and Councillor Aughey.</p> <p>Rame Peninsula – Approved by referendum held on the 4th May 2017.</p> <p>St Germans – On hold. Awaiting outcome of legislative changes before revisiting.</p> <p>Torpoint – Working on feedback received from Cornwall Council following informal submission. Considerable amount still to be done. Zoe Bernard John is assisting the group.</p> <p>Councillor Davis understood there was a review of Central Government assistance available to Neighbourhood Development Plan Groups. SM to follow up and report back.</p> <p>Landulph – Progress being made. Looking towards formal submission in 2018.</p>	<p>CT</p> <p>SM</p>
10.	<p>Notes of the last meeting</p> <p>The notes of the last meeting held on Tuesday 27th June were agreed as an accurate record.</p>	
11.	<p>Urgent Items</p> <p>Devolution The Chairman referred to delays in progressing devolution projects and asked SM if there were plans to provide additional resources. SM acknowledged there were delays but explained that there were currently 62 'live' projects with varying complexities and only a small team to administer the process. Work was currently being done to develop a prioritisation mechanism and a clear agreed process. Details will be circulated to CNPs. SM advised that he would also be willing to attend the next CNP meeting and provide an update.</p> <p>Transport Transport Access People (TAP) arrange door-to-door transport for people who have difficulty accessing other forms of public transport. They specialise in non-emergency healthcare appointments, trips to the library, memory cafes, meeting friends for lunch and shopping excursions. Please see poster attached to these notes for further details.</p> <p>Customer Services and Get On Line Week – 2nd-8th October A variety of events are taking place to interact with customers and</p>	SM

	encourage them to 'try one new thing'. This may be booking a train or bus ticket, looking at a timetable or accessing a council service. The aim being to encourage people to do something different to help them experience the financial, social, entertainment and health benefits the internet offers. Please see poster attached for further details.	
12.	Dates of meetings for 2017 <ul style="list-style-type: none">Wednesday 6th December - venue to be confirmed. <u>The meeting closed at 9.05pm</u>	ALL/ LG

Contact Officers:
If you have any queries about the Community Network Panel, please contact:

Name	Role	Telephone	Email
Catherine Thomson	Community Link Officer	07769 724877	catherine.thomson@cornwall.gov.uk
Lisa Grigg	Communities Support Assistant	01726 223604	lisa.grigg@cornwall.gov.uk

Website: <http://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/cornwall-gateway/>

**Strengthening Community Networks
Briefing for Community Network Panels (CNPs)**



1. Introduction. A key commitment of the new Council administration is to strengthen and empower Community Networks, and give them an enhanced place-shaping role. The Cabinet approved an approach to achieve this at its meeting on 6.9.17, comprising proposals for improvement based on best practice within Cornwall and other local authorities. This paper sets out an overview of the approved proposals; the full details can be found here: [Cabinet Agenda and Report](#) (see Item 8).

The approach aims to make CNPs the best locality forums in the country and, in so doing, to give the Council the best possible local "tool" to help it achieve the [Priorities for Cornwall](#) and the commitments in the [Council Strategy](#) and [Localism Strategy](#).

Stronger and empowered CNPs will help support all the Priorities for Cornwall, especially the commitments to: "listen and work with the people of Cornwall", "act in the best interests of Cornwall, putting people first", "ensure everyone can live well and safely together", and "give residents and communities a greater say in decisions and make them at the most appropriate level." They would also support the local leadership role of local Members and town & parish councils.

2. Improvements (Overview). The Cabinet approved a range of proposals, comprising:

- (i) Relatively simple improvements to enhance the existing CNP model, to be implemented in the next few months in close liaison with CNPs (Sep-Dec 2017)
- (ii) More complex improvements, to be developed through engagement with CNPs and other stakeholders prior to implementation between January and May 2018.

The improvements fall under the following headings:

- **Linking:** strengthening the links between CNPs, the Council and its partners
- **Budgeting:** delegating decisions to CNPs about place-based budgets, or giving them more of a say on the use of such budgets
- **Empowering:** CNPs deciding or having more influence over issues including strategy, policy, place shaping, local service provision and enforcement, and devolution
- **Engaging:** increasing public involvement in CNPs; and increasing public engagement by the Council and its partners via CNPs
- **Geography:** options for sub-groups/joint meetings, where desired locally (and thematic joint working across Cornwall/regions of Cornwall)

A key aim is to find a better balance in the **Operation** of the CNPs, between consistency and local flexibility. To achieve this, there will be a "CNP menu." Every CNP will be asked to follow the "**set menu**" (e.g. issuing a public bulletin after its meetings). They will also be able to choose "**optional extras**" from the menu (e.g. holding "speed dating" workshops like they do in Liskeard & Looe Community Network!). With set menu items, CNPs will have some local discretion (e.g. the content of the public bulletins).

A particular focus for the engagement will be the **Empowering** heading, on what exactly CNPs want and should have more of a say on. It is also hoped that the engagement will produce additional improvement ideas that have not been considered to date.

3. The Improvements (Brief Summary). The approved proposals are listed in detail in [Appendix 1](#) of the Cabinet report, and are summarised below.

A. Set Menu (CNP must adopt these, but have discretion on how to operate them locally)
Implementation to commence Sep-Dec 2017:

1. Promoting **ways Members can raise issues** on CNPs' behalf (e.g. motions to Council)
 2. Each CNP will directly lead a **place-based partnership project** of its choice
 3. **Standing items** for Member updates and Town & Parish Council (T&PC) representatives
 4. Regular **information sharing** (e.g. on devolution and Neighbourhood Planning)
 5. Updates on the progress of the **devolution programme** within the CN area
 6. Engagement on any initiatives offering to **delegate functions** (e.g. fixed penalty notices) or **provide enhanced services** (e.g. parking enforcement) to T&PCs
 7. Engagement on initiatives to: promote **capacity building** of T&PCs and the voluntary, community and social enterprise sector; **raise awareness** of their work; **promote joint working** between them to deliver devolved services in partnership
 8. Named **officer contacts** for each CNP (from Council services and partner agencies)
 9. Engagement in **community place-shaping programmes**
 10. **Engagement & consultation events** will be at or in partnership with CNPs
 11. Public will be invited to sign up as free **"subscribers"** to interact with their CNP
 12. **Social media** accounts and post-meeting **bulletins** for all CNPs
 13. A standard, consistent format across Cornwall for **Public Questions**
 14. Council **petitions** facility to be publicised
 15. Improvements to CNP **meeting papers**
 16. A **CNP Forward Plan**, showing issues to be discussed at forthcoming meetings
 17. Minimum meeting frequency: Annual General Meeting and Quarterly Meetings
- Engagement in Sep-Dec 2017; implementation from Jan-May 2018:*
18. A **CNP Engagement Framework**: a list of issues on which CNPs will be informed and engaged (CNP will be able to opt out of engagements on some individual issues)
 19. Exploring **new ways for CNPs to escalate issues** (e.g. references to committee)
 20. **"Highways"**: Engagement with CNPs on major capital transport schemes; CNPs to make recommendations on prioritisation of local transport schemes, with budget.
 21. To explore a potential defined role for CNPs in **external funding bids** and use by CNPs of **participatory budgeting**
 22. CNPs to produce a **2030 CNA Strategy**, comprising a holistic vision and action plan
 23. Short **"CNP films"** and **photo storyboards** to showcase the work of CNPs
 24. A **CNP handbook**, a guide on the revised CNP model for all participants

B. Optional Extras (CNP can choose to adopt these if they wish):

1. CNPs to consider scope for **improved links with other partnerships** in CNA
 2. **Town & Parish Council presentations** on current work/priorities (on a rolling basis)
 3. **Partner updates** (on standing/regular basis)
 4. **Community Chest celebration events** (networking with organisations which have received grants and giving them an opportunity to promote their work)
 5. CNPs can **co-opt** representatives from local organisations
 6. CNPs can invite **public** to suggest **agenda items** (about CN-wide issues)
 7. Options for geographic and/or thematic sub-groups and joint groups
 8. **Speed-dating workshops** (on model used in Liskeard & Looe)
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Briefing note

Superfast Broadband Infrastructure Update

August 2017



The Journey So Far

Superfast broadband infrastructure in Cornwall has been delivered through two key programmes since 2010: the Superfast Cornwall programme (2010-2015) and the current Superfast Extension Project (2015-2017). A third phase for the period 2018-2020 has just been announced.

Superfast Cornwall Programme (Sept 2010 – Sept 2015)

The pioneering 2010-2015 Superfast Cornwall programme was a partnership between the EU, BT, Cornwall Council and the Isles of Scilly Council. The programme delivered £132m of investment to upgrade Cornwall's broadband infrastructure, with £53.5m funded by the EU and £78.5m by BT.

The programme delivered upgrades to around 256,000 premises, with around 232,000 premises able to connect to 30+Mbps superfast¹ broadband. Around 84,000 premises were upgraded with Fibre to the Premises (FTTP), the fully future-proofed solution which runs a fibre-optic cable all the way to the premises. This is a far higher proportion than any other rural area in the country.

The average amount of public funding to upgrade each premise to superfast broadband was approx. £220.

Latest independent research shows that this first phase is delivering huge economic benefits. There are now 90,000+ connections including 16,000 businesses, creating and safeguarding over 6,500 jobs. The technology has helped the creation of around 3,300 start-up businesses. Overall, this is providing an estimated £275 million annual boost to our economy.

Superfast Extension Project (Jun 2015 - Dec 17)

Following the 2010-2015 programme, an estimated 48,000 premises were unable to connect to 30+Mbps superfast broadband.

The SEP, which is currently underway, is aiming to upgrade a further 8,000 premises to superfast broadband by the end of 2017.

Funding towards the project comes from Broadband Delivery UK (BDUK) £2.96m; Cornwall Council £1.46m; Growth Deal £1m; Regional Growth Fund £0.5m; and BT £1.23m.

¹ Although there are various Government and EU definitions, superfast broadband is taken as 30+Mbps in this document for consistency with the next 2018-2020 Superfast Cornwall programme. Ultrafast broadband is taken as 100+Mbps.

Because the premises now being upgraded are considerably more challenging, the average amount of public funding to upgrade each premise to superfast broadband is approx. £740.

Superfast & Ultrafast for Cornwall Programme (Superfast 2)

At the end of 2017, it is estimated that around 30,000 premises will be unable to connect to 30+Mbps superfast broadband. Of these, around 16,000 will be unable to connect with at least 15Mbps speeds.

A new £17.6 million¹ deal was announced on 22 August to upgrade a further 7,500 premises in some of Cornwall's most remote places by the end of 2019. This includes the four remaining schools that are currently unable to access superfast broadband speeds. Funding for this new initiative comes from the European Regional Development Fund (ERDF) which will provide £8.5m; BT £5.1m; the Government's Broadband Delivery UK (BDUK) programme £3m; and Cornwall Council £1.1m, and the programme will be managed by Cornwall Development Company.

These premises will be the most challenging yet to upgrade, and each premise is expected to cost an average of about £1700 of public funding.

Selecting the areas to upgrade

Superfast Cornwall will be aiming to publish by the end of September 2017 an indicative list of postcodes that the high level modelling shows could be feasible to upgrade. In order to move to the next stage of certainty, much more detailed planning and surveying will need to be undertaken once the programme has started, and this will be undertaken on a rolling basis through 2018 and 2019. The first premises are expected to go live in Spring 2018.

Rolling out superfast broadband is a major infrastructure programme and complete lifecycle, covering planning, surveying and network build, can take 12 months to complete.

Unfortunately it is not possible to set any priorities for individual areas. With such large numbers of premises and businesses that could benefit from an improvement in speed, the roll out of the programme needs to be determined by a financial / engineering model that provides value for money by maximising the number of premises upgraded.

Options for areas not covered by the next roll out

At the end of this new programme, an estimated 8,000 premises will still have broadband below speeds of 15Mbps, and we are fully aware of the social and economic disadvantages faced by residents and businesses affected.

Further rollout

Cornwall Council is exploring funding options for pushing the superfast broadband footprint even further to cover as many of these as possible. In the meantime, businesses and residents can consider the following options:

Cornwall Council Grant Scheme

Cornwall Council has committed to delivering two further added value schemes targeting strategic business sites and communities. Both schemes will address key areas that remain outside of the planned superfast broadband footprint. Detailed grant scheme design, including defining eligibility criteria, appraisal systems and funding award processes, is still in development. Further information is expected to be released towards the end of 2017 and the scheme is expected to be open to applications from January 2018.

Mobile Broadband

Recent 4G rollouts by the mobile providers EE, O2, Vodafone and Three mean that about half the premises that cannot get good broadband speeds over their fixed phonelines can now get much better speeds using mobile broadband. You can check the current availability of 4G broadband services using the Ofcom mobile coverage checker at <https://checker.ofcom.org.uk> . A weak signal can still deliver a good service if a more sensitive internal or external antenna is used.

Avanti Satellite Scheme

The Superfast Satellite Broadband project, funded by the European Regional Development Fund (ERDF), provides eligible SME businesses not covered by these plans with broadband speeds up to 40Mbps. The scheme enables businesses to take up a service with subsidised installation and service charges. To find out more visit www.avantiplc.com/cornwall.

Please note that mobile and satellite broadband data packages offered by suppliers tend to be limited by monthly download caps. You should seek professional advice (e.g. from your IT provider) to ensure that all applications you intend to use will run.

Keeping informed

The latest information, including an overview of the programme, FAQs, the latest postcodes in build, a link to coverage maps on the Council's mapping portal, and information about whether or not a premise can connect is available on the Superfast Cornwall website at www.superfastcornwall.org.

Any questions that are not answered by the information provided on the website can be sent to info@superfastcornwall.org or call 01872 324991.

APPENDIX E**Sep-17** **Income**

Account	Details	Net	VAT	Gross	S106
Allotment income		£13.34	£0.00	£13.34	
Barclays	Loyalty Reward	£9.77	£0.00	£9.77	
Cornwall Council	Precept 17-18	£304,336.50	£0.00	£304,336.50	
Cornwall Council	CTS Grant Sep 2017	£14,295.21	£0.00	£14,295.21	
Guildhall Booking Income		£638.50	£0.00	£638.50	
Mooring Income		£3,330.60	£0.00	£3,330.60	
Photocopying Fees		£12.63	£0.00	£12.63	
Public Sector Deposit Fund	Interest on investment	£31.87	£0.00	£31.87	
St. Stephens	Burial Fees - July 2017	£1,919.00	£0.00	£1,919.00	

Sep-17 **Payments**

Supplier	Details	Net	VAT	Gross	S106
Amazon	Stationery/Office Equipment - Belle Vue	£79.09	£15.82	£94.91	
Amazon	Shredder	£34.99	£7.00	£41.99	
Antony's taxi	Staff Travelling Expenses	£198.00	£0.00	£198.00	
Ashtorre Rock	Neighbourhood Plan Expenses	£20.00	£0.00	£20.00	
Barclays	Bank charges	£39.05	£0.00	£39.05	
Best in The Country	Work Clothing	£34.50	£6.90	£41.40	
Bookshelf	Saltash Parking Refund Scheme	£33.60	£0.00	£33.60	S106 Waitrose
Bookshelf	Saltash Parking Refund Scheme	£33.60	£0.00	£33.60	S106 Waitrose
Bookshelf	Saltash Parking Refund Scheme	£35.20	£0.00	£35.20	S106 Waitrose
Brandon Hire	Pillmere Fence Hire	£19.80	£3.96	£23.76	
Brandon Hire	Hire of Fence Panels	£37.80	£7.56	£45.36	
Brandon Hire	Repair Costs	£52.58	£10.52	£63.10	
Caffe Corradi	Saltash Parking Refund Scheme	£40.00	£0.00	£40.00	S106 Waitrose
Chubb	Hire of Fire Extinguisher	£93.07	£18.61	£111.68	
Consortium	Cleaning Products - Guildhall	£152.86	£30.57	£183.43	
Consortium	Various Stationery	£52.36	£10.47	£62.83	
Consortium	Various Stationery	£53.93	£10.79	£64.71	
Consortium	Stationery	£1.96	£0.39	£2.35	

Consortium	Cleaning Products - Guildhall	£48.61	£9.72	£58.33	
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Cormac	Pesticides	£400.00	£80.00	£480.00	
Cornerstone Vision	Town Messenger	£300.00	£60.00	£360.00	
Cornish T Shirts	St Piran Flags	£90.00	£0.00	£90.00	
Cornish Times	Tender Advertising	£82.50	£16.50	£99.00	
Cornwall Council	Rates - Guildhall	£739.00	£0.00	£739.00	
Cornwall Council	Rates - Waterfront Toilets	£70.00	£0.00	£70.00	
Cornwall Council	Rates - Maurice Huggins Room	£56.00	£0.00	£56.00	
Cornwall Council	Additional Funding for Pontoon	£4,000.00	£0.00	£4,000.00	S106 Lidl
Cornwall Council	Fixed Penalty Training	£600.00	£0.00	£600.00	
Cornwall Council	Return of S106 Funds	£3,000.00	£0.00	£3,000.00	S106
Cornwall Council	Saltash East & South Ward Election	£3,720.27	£0.00	£3,720.27	
Cornwall Pension Fund	Pension Payment for September 17	£4,033.22	£0.00	£4,033.22	
Cornwall Pension Fund	Pension Payment for August 17	£4,094.11	£0.00	£4,094.11	
Crown Copiers Ltd	Photocopier Charges	£174.83	£34.97	£209.80	
Dainton Portable Buildings	Anti vandal cabin - Waterfront	£128.58	£25.72	£154.30	
DCK Accounting Solutions	VAT Partial Exemption Calculation	£390.00	£78.00	£468.00	
Docking Solution	Cleat and Bolts for Pontoon	£115.00	£23.00	£138.00	
EDF	Electricity - Elwell Woods	£105.80	£5.29	£111.09	
EDF	Unmetered Supply	£68.32	£3.42	£71.74	
EDF	Unmetered Supply	£68.83	£3.44	£72.27	
EDF	Electricity - Xmas Lights 1	£19.05	£0.95	£20.00	
EDF	Electricity - Xmas Lights 2	£17.14	£0.86	£18.00	
EDF	Electricity - Xmas Lights 3	£16.19	£0.81	£17.00	
EDF	Electricity - Xmas Lights 4	£16.19	£0.81	£17.00	
EDF	Electricity - Xmas Lights 5	£19.06	£0.95	£20.01	
EDF	Electricity - Xmas Lights 6	£20.95	£1.05	£22.00	
EE	Mobile Phone Charges	£82.13	£16.43	£98.56	
Furniture @ Work	Furniture for Belle Vue	£437.00	£87.40	£524.40	
Glendale Grounds Maintenance	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	

Good Directions	Clock Maintenance Agreement	£250.00	£50.00	£300.00	
Guardian24	Bluetooth Wrist Strap	£25.00	£5.00	£30.00	
Heart Safe	Annual monitoring charge	£378.00	£0.00	£378.00	
Hilary Bracegirdle Consultancy	5 days consultancy on the Station	£1,500.00	£0.00	£1,500.00	
HMRC PAYE	PAYE for August 2017	£3,427.94	£0.00	£3,427.94	
HMRC PAYE	PAYE for Sept 2017	£3,528.48	£0.00	£3,528.48	
IRQ Systems Ltd	IT Support and Maintenance	£219.00	£43.80	£262.80	
IRQ Systems Ltd	IT Support and Maintenance	£283.75	£56.75	£340.50	
Local World	Tender Advertising	£147.50	£29.50	£177.00	
Local World	Finance Officer Advertising	£640.00	£128.00	£768.00	
Nicholls & Sainsburys	Bus Shelter works agreement	£130.00	£26.00	£156.00	
Otis Ltd	Lift service & maintenance	£513.37	£102.67	£616.04	
Petty Cash		£79.02	£0.00	£79.02	
RS Components	Electrical parts & equipment	£41.24	£8.25	£49.49	
SAGE Pay	Credit Card Charges	£4.80	£0.00	£4.80	
Saltash Chamber of Commerce	Christmas Festival	£7,130.00	£0.00	£7,130.00	S106 Lidl
Saltash Mayfair	Festival Fund	£2,000.00	£0.00	£2,000.00	
Saltash Pop Up Shop	Saltash Parking Refund Scheme	£6.40	£0.00	£6.40	S106 Waitrose
Saltash Sailing	Community Chest	£964.85	£0.00	£964.85	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Screwfix	key cabinet	£19.16	£3.83	£22.99	
Sir Fix-A-Lock	Cutting keys for safe	£203.28	£40.66	£243.94	
SLCC Enterprise	Staff Training	£69.00	£13.80	£82.80	
Sonia's Buffets	Catering - Training	£24.50	£0.00	£24.50	
South West Water	Water bill for Belle Vue Toilets	£444.53	£0.00	£444.53	

Staff Salaries	September 2017	£15,649.11	£0.00	£15,649.11	
Staff Travelling expenses		£20.93	£0.00	£20.93	
Staff Travelling expenses		£12.74	£0.00	£12.74	
Staff Travelling expenses		£58.60	£0.00	£58.60	
UK Fuel	Fuel for Cemetery Mower	£39.98	£8.00	£47.97	
Westcare	Stationery	£8.54	£1.71	£10.25	
Westcare	Stationery	£65.40	£13.08	£78.48	
White A K	Piano tuning at Guildhall	£45.00	£0.00	£45.00	
WPS Insurance	Pontoon Insurance	£293.56	£0.00	£293.56	
WPS Insurance	Portcabin Insurance	£13.37	£0.00	£13.37	
WPS Insurance	Ford Transit YA11 - Comprehensive insurance	£206.81	£0.00	£206.81	

Appendix F

Waste Incentive Neighbourhoods Scheme Update



Overview

The Waste Incentive Neighbourhoods Scheme (WINS) was introduced by Cornwall Council in 2015, following the award of funding from the Department for Communities and Local Government. This report gives an update on the scheme, a summary of the outcomes and a proposal for next steps.

Background

In [Autumn](#) 2015 Cornwall Council invited expressions of interest from Town and Parish Councils, who were interested in taking part in the WINS project. The aim of the WINS scheme was to support Town and Parish Councils, to put in place initiatives and ideas which would work to reduce the production of waste within their areas.

Interested Councils were supplied with detailed information on how much waste and recycling their residents were producing along with how many households were subscribed to the Councils garden waste collection service. Councils were invited to outline ideas and initiatives they would like to put in place and to apply for funding, support and promotional materials to assist them to achieve this. From the initial expressions of interest received, 5 councils completed an application to proceed with a scheme.

Levels of reward for Waste Reduction

The Council offered a reward to the Town and Parish Councils selected to take part, that achieve some or all of the criteria relating to the scheme.

This reward proposal gives back to each community a proportionate amount of the saving achieved by the Council from the reduction of their kerbside waste (subject to an assessment of any grant previously paid during the scheme e.g. start-up grant, expenses). It was agreed that any Council not achieving the outcomes of their scheme would not need to reimburse Cornwall Council for any initial funding given to set up the schemes.

Review of the scheme

During the ensuing three weeks, four councils withdrew from the scheme and a new council expressed an interest in submitting an application.

Most of the councils that have withdrawn have cited lack of time and resources as their reasons for not continuing with an application.

Cornwall Council has learnt a great deal from the scheme and would be grateful for any feedback you can give. In addition Cornwall Council recognises that any further incentive schemes will need to have more dedicated resource allocated to them to help ensure their success.

Below is a summary for Saltash.

Saltash		
Community Size B (801 – 3,999 households).		
<u>Key Initiatives:</u>		
<ul style="list-style-type: none"> Targeting reduction in food waste and undertaking a real nappy campaign. 		
<u>Activities undertaken during the scheme:</u>		
<ul style="list-style-type: none"> 		
<u>Waste Statistics:</u>		
Year	2014/15	2016/17
No Of Dwellings	7179	7206
Total Kerbside Residual Waste (Tonnes)	3450.273	3055.222
Total Kerbside Recycled Waste (Tonnes)	993.645	903.173
Total Kerbside Waste (Tonnes)	4443.918	3958.395
Total Kerbside Waste Per dwelling (Kg)	619.016	550.869
Kerbside Recycling Rate	22.36%	23.03%
No. of Garden Waste Subscribers	382	549
Fly Tipping Numbers	118	140
<u>Summary:</u>		
Total waste per household decreased, including an decrease in residual waste. Recycled waste decreased by tonnage with the recycling rate increasing slightly. The number of garden waste subscribers increased. Fly tipping incidents were increased.		
<u>Proposal:</u>		
To award Saltash Town Council £500 for taking part in the WINs scheme.		

Next Steps

Cornwall Council will write to each of the Town and Parish Councils that took part in the WINs Scheme, thanking them for their participation, giving them an overview summary of the outcomes and advising them of the proposed financial reward to be given. The Town and Parish Councils will also be offered the opportunity to feedback on the scheme.

Prepared by:



From the Parliamentary
Under Secretary of State
Jesse Norman MP

Great Minster House
33 Horseferry Road
London
SW1P 4DR

Tel: 0300 330 3000
E-Mail: jesse.norman@dft.gsi.gov.uk

Web site: www.gov.uk/dft

Our Ref: MC/204015
Your ref: JD/jra

Councillor Jean Dent
Mayor of Saltash
The Guildhall
12 Lower Fore Street
Saltash, Cornwall
PL12 6JX

06 OCT 2017

Dear Jean,

Thank you for your letter of 8 August to Chris Grayling, about safety on the A38 and proposals for a Landrake and Tideford by-pass. I am replying as the Minister responsible for this issue.

I am very sorry to hear of the recent fatality along this route. Though safety levels on the strategic road network have improved significantly over the past decade, as long as there are accidents on the road there will always be more to do.

The department is currently collecting and analysing evidence to inform the second Road Investment Strategy (RIS2), which will determine investment in the Strategic Road Network (SRN) post-2020. Safety is one of the five key aims of RIS2, and will be an important factor in determining the priorities for investment.

I note your call for a study into the performance of the A38 at Saltash. In fact, much is being done to assess the capability of the route. Highways England recently published its *South West Peninsula* route strategy, which provides an overview of the current performance of strategic roads in this region, drawing on evidence provided by road users and other stakeholders.

The route strategy identifies a number of study areas to be investigated further. It identifies the A38 between Bodmin and Marley Head as one such study area, outlining safety issues along parts of the route, as well as other issues around congestion and maintenance. You can read the route strategy in full here:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/600337/South_West_Peninsula_Final.pdf

I can assure you that the evidence gathered through this work will be used to inform decisions on how to improve the SRN.



J. J. **JESSE NORMAN**

Saltash Heritage's wider involvement in the Community of Saltash

1. SH supported 'Peace Garden' project with history and photographs
 2. SH continue to work with the Tamar Protection Society (Elliotts Shop and Mary Newman's Cottage) share training, advice and complementary exhibitions.
 3. SH work with Ashtorre Community Centre, loaning displays, info & history research
 4. SH put photographic displays in empty shops to enhance Fore Street shopping
 5. SH put on displays in library, local churches, halls, & schools
 6. SH give history talks to groups around Saltash & beyond to promote the Town
 7. A member of the Management Committee chairs the South East Cornwall Museums Forum, consisting of nine museums in SE Cornwall. They present a very large Grand Family History Day each year, which is advertised throughout the country.
 8. SH hosts meetings for the Cornwall Museums Group
 9. SH gives access to documentation brought to the Museum by the Cornwall Record Office
 10. SH loan items to Plymouth City Museum who in turn loan items to SH
 11. SH has appeared in the Television programme 'Who do you think you are' and also news items, documentary programmes and many radio programmes
 12. SH obtained the funding and oversaw the placement of the seven blue plaques, following much historic research. They also put together the trail leaflet which is freely available and hosted the Royal visit in 2016
 13. SH works with the Saltash U3A and run Family History classes, twice a month
 14. SH promote the town on their websites & Facebook page
 15. SH welcome visitors from all over the world to view their annual exhibition & utilise the services of the Local History Centre
 16. SH publish and sell books, leaflets and booklets on specific themes (Anne Glanville, Boundary Stones etc) and general history of the Town
 17. SH provide a regular newsletter about its' work and local history
 18. SH welcome schools from both Devon and Cornwall to the museum, as well as Nursing Homes, memory cafes, Forums, Organisations, Scouts, Guides & other Youth groups. On these occasions they open the Museum on non-public days, in order to provide a safe and secure venue for their visitors
 19. SH is currently working with nine other museums from both Devon and Cornwall on a joint Heritage Lottery Fund project. Here they were selected to apply for conservation to be done on their two Toc H Banners. This project is being filmed for the internet, where Saltash features strongly
 20. SH is currently working on an Arts Council England funded project, concerning a bequest of personal letters connected to the Nepean family of Saltash in the 18th century. This will result in international interest
 21. SH regularly photograph buildings and areas of Saltash for the future history of the town.
 22. SH nurture a team of some 60 volunteers who continue to transcribe documents, research history and collect items of interest connected to the history of our town. These volunteers benefit from regular training sessions to improve their knowledge of running a museum and their town history. They gain from the camaraderie of others, and a sense of 'wellbeing'.
-

23. SH has a small group of Archaeologist who work in SE Cornwall with the Saltash Heritage 'Time Team' equipment. They work closely with the Cornwall Archaeological Association and have had a number of articles printed in the 'Archaeological Magazine of the UK'
24. SH continues to provide information to authors, television and radio both in the UK and abroad
25. SH publish articles in magazines Tamar, Calstock Archive, Cornwall Life, Cramleigh and JAFL
26. SH continues to support the Regatta, May Day and Christmas lights in the Town
27. SH produced the DVD collection of photographs seen in the Callington Road, Doctors' surgery
28. SH continue to assist visitors from all over the world with internet enquiries of their family history
29. SH's position in Lower Fore Street adds significantly to the foot fall in Fore Street
30. SH is run completely by volunteers which include a Management Committee of 15 and four Holding Trustees. They are supported by a team of 30 volunteer Stewards.
31. SH have handling boxes, filled with period memorabilia which are loaned to schools, nursing homes and memory cafes.

All these services are FREE, we do not charge for any of our work. Entry to the Museum is FREE. The only charge we make is for printed research and copies of photographs, subject to copyright conditions. We rely on donations, freely given by our visitors.

This is just some of the work that is carried out by the volunteers in Saltash Heritage. The amount of work has increased considerably since its inception over 30 years ago.

The following is a statement from Mrs Bryony Robins, Museum Development Officer for Cornwall, on behalf of the Museums Partnership, representing all the Museums in Cornwall, both Voluntary and National.

'The issue with funders is one of making sure their investment is stable, and that it pays off over time – for example, Heritage Lottery Fund capital grants will want to see long-term outline plans for how the organisation is going to engage with people over 10 years, and will anticipate that anything they invest in will have a life of 25 years. If an organisation obtains a grant and for whatever reason has to close within that 25 year period, the HLF will expect to see a percentage of that grant returned.'

Mrs Robins further states –

'As a small, independent museum that is Accredited, attaining national museum standards, Saltash Heritage provides an outstanding example of good practice for all museums in Cornwall. It is one of the more active and professional museums, offering a comprehensive range of heritage services. In particular, the work the team does with and for your communities is exemplary, and comparable with the programmes offered by many large regional museums. Some of their projects, such as the outreach volunteers, is really innovative and worthy of regional, if not national note. We have relied on the work at Saltash to provide case studies for resources and training for Cornwall Museums Partnership including the excellent volunteer development and

succession planning highlighted at the Cornwall Museums group meeting. We hope that Saltash Heritage will continue to thrive with the full support of their council – the museum is an asset to Saltash and to the wider museum community in Cornwall.'

Visitor numbers for the last five years – 2012 – 2,282, 2013 – 2,064, 2014 – 3,893, 2015 – 1,919, 2016 – 2,547. Visitor numbers quoted in red, reflect the interest in particular exhibitions, example 2014 when we launched our first WW1 exhibition; We have noted a vast increase in the number of visitors from abroad and last year we had a record 32 visitors who came specifically to view our family history records.

If any Councillor wishes to view the work we do or has any questions, please do not hesitate to speak to either the Chairman Rev. Bob Munro, or the Hon Secretary Lizzy Sharpe-Asprey

Saltash Heritage Museum & Local History Centre
17 Lower Fore Street, Saltash, Cornwall, PL12 6JQ 01752 848466
www.saltash-heritage.org.uk

From: Reed Glen On Behalf Of Traffic
Sent: 18 October 2017 08:01
Subject: Countywide School Keep Clear Markings: Phase 3, Area 5. Consultation open

Dear Councillor

The following scheme in your area is now open to consultation.

Countywide School Keep Clear Markings: Phase 3, Area 5

If you wish to reply on-line, you will need to register to the Consultation Finder system by clicking on the 'Register Here' link.

Please click on the link below to access the Consultation Finder Website.

If you have any problems using the site please contact 01872 327319

[Click for Consultation Finder](#)

Please note that the Council may need to disclose this e-mail under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

CORMAC Engineering Design Group
External Tel: 01872 327281
traffic@cormacltd.co.uk

Murdoch Building, Western Group Centre, Scorrier, Redruth, TR16 5EH

APPENDIX G**Youth Work commissioning in Saltash 2017/18**

Councillors J Rance and G Taylor attended the opening of the Youth Work bid proposals.

Councillors B Phillips, J Rance and G Taylor scored the bid proposals.

There were three organisations that put in bids to Saltash Town Council for funding this year as follows:

Organisation	Amount bid for
The Core	19,700
Junkyard	13,500
Livewire	20,000

The bid proposals were scored out of 9 for value for money, innovation/ideas, track record.

The resulting scores were as follows:

Organisation	Score
The Core	24
Junkyard	22
Livewire	26

All three organisations reported back on last year's grants and performed well.

It is therefore recommended to Full Council that the sum of £40,000 be granted again and split between the three organisations in the same way it was last year as follows.

Organisation	Amount
The Core	£15,000
Junkyard	£10,000
Livewire	£15,000

Councillor Julie Rance

Report to Saltash Town Council 02.11.2017

APPENDIX H

Saltash Registration Office

An opportunity to speak with The Team Leader of local Registration Officers came up last week.

We spoke about the current registration office in Saltash and the possible way forward.

Mrs Skerrett acknowledged that the current offices were not the best for local citizens when it came to the fact that it was on the first floor without disabled access, even though officers would come down to a ground floor office if necessary.

We have been made aware that it can be difficult for Saltash people to register a birth or death when the Registration Office is open only one day a week. However there were slots available on the day we spoke and the fact that the demand for the use of the office is falling made it difficult for her to ask for further opening times. As a birth or death must be registered in the area in which it occurred this often means that with Derriford Hospital being in Plymouth most people go to the Plymouth office.

This is very much a 'chicken and egg' situation, a short amount of registration office time versus a falling demand, which comes first?

Mrs Skerrett has said that she will attempt to get a premises officer from her service to visit us in Saltash to explore whether there might be other places we could offer for Registration.

Cllr Jean Dent

Appendix I

Prepared by Steve Miller
Tamar Crossings Toll Analysis
October 2017

OVERVIEW

The twin Tamar Crossings (Saltash Bridge and Torpoint Ferry) comprise the only viable vehicular link between Plymouth and SE Cornwall, with the shortest alternative being a 35 mile diversion across a single lane, 17th century bridge via single carriageway country roads. Whilst from Plymouth both crossings are within a few miles of each other, in Cornwall the divergence of routes is nearly 10 miles away from both options. The nearest unrestricted main road alternative is via the A30, converging at Exeter and Bodmin (or Launceston). Therefore, the crossings have a captive user-base within 20 miles or so, although there is a degree of choice of which crossing to use.

Whilst the operation provides an accountable service to users and has excellent technical support, it lacks any commercial imperative to optimise financial performance.

INTRODUCTION

Until 1997 there was a toll differential between Bridge and Ferry, which encouraged some preferential use of the bridge at Saltash, and thus load-reduction of the ferry. At that time tolls were equalised, (by allowing fully discounted payment on the ferry) so the financial inducement for avoiding the Ferry was removed (increasing demand) AND the ferry income inherently reduced.

The cost of the Ferry service has increased such that now HALF of bridge toll income pays for the ferry, which only finances 20% of its own costs and runs at just 50% capacity.

GOALS

To reduce the subsidy being paid for the ferry by bridge users To enable the ferry to pay a greater proportion of its own costs

OPTIONS

Fundamentally, if the Ferry subsidy from the Bridge toll was removed, Bridge tolls could be halved but Ferry toll would have to increase fivefold based on current traffic/service levels. In reality, ferry usage would inevitably plummet, instigating even more severe toll increase/service reduction. This is obviously not a desirable scenario for the Torpoint/Rame area.

However, the current situation where the ferry users contribute such a small proportion of its costs for huge over-capacity at the expense of bridge users, seems an inequitable situation.

Therefore the following is submitted for consideration:

Increase the ferry income, at least to historic proportion eg. abolish discount.
Decrease ferry costs by increasing utilisation, eg reduced non-peak service Identify any way(s) to increase income. eg. Introduce a priority lane of preferential loading/ first disembarkation for a premium access charge.

CONCLUSION

The current situation where bridge users pay double the toll required for its upkeep seems unjustifiable, therefore a revised approach to a simple global toll increase is needed.

Dated 27 September 2017

APPENDIX J

Please also see website Public Reports Pack Full Town Council 02.11.17

From: Saltash May Fair
Sent: 11 October 2017 15:41
To: Reception
Cc: Steve Miller
Subject: Saltash Open Spaces Premises Licence

Good Morning,

Would it be possible to have permission to use the

'Saltash Open Spaces' premises licence held by Saltash Town Council for the longstanding community event, the Saltash May Fair which is being held on the 5th of May 2018?

Specifically, the licence for:

- playing amplified pre-recorded music
- playing amplified live music
- playing un-amplified live music
- dancing

The music will start around 10am and finish around 4pm. The music will not be loud.

The music will be in:

- Fore Street
- Longstone Park
- Victoria Gardens

By using the licence we benefit from not having three separate Temporary Events Notices, or three premises licences.

I look forward to hearing from you.

Many Thanks,

The Saltash May Fair Committee
Vera Forbes (Chair)
Tanya Hatch (Treasurer)
Chris Tandy Snr (Secretary)

|

APPENDIX K

From: Saltash May Fair **Sent:** 11 October 2017 15:42
To: Reception **Subject:** Civic Parade

Good Afternoon,

Would it be possible to request civic participation, specifically for the leading of the Parade of Youth at the 2018 Saltash May Fair, held on the 5th of May 2018?

Many Thanks,

The Saltash May Fair Committee
Vera Forbes (Chair)
Tanya Hatch (Treasurer)
Chris Tandy Snr (Secretary)

APPENDIX L**Saltash Lidl s106 overview**

November 2017

Saltash Town Council is responsible for this budget and the original allocation was £200,000. With the withdrawal of the War memorial project the commitment currently stands at £193,045, thus leaving **£6,955** to be allocated.

There are two projects that have underspent, namely:

Pop up shops – underspend £6,975

Saltash station – underspend £65,500

The applicant for each project was asked for an update with regard to:

- How the funding will be utilised and whether there is any change to the original application?
- What the timeframe is to spend the remaining funding?

The responses from the applicants were as follows:

Pop up shops:

As you may be aware we have achieved our first success with this project as the pop-uppers have now taken an agreement direct with the landlord. We are now working on the next phase of the project which could be one/two of several options. I hope to report to the next Board meeting of the CIC which will be held on 30th October 2017.

Saltash station:

The £65,500 award from the s106 is a vital component in bringing this project to a successful conclusion. An update was provided to Saltash TC members which outlines the current situation, gives a funding summary, and shows the projected timeline of events. Further to the publication of this update a couple of weeks ago, RIO has been appointed to carry out the Options Appraisal, and this work is now progressing. Five quotations have also been received from local architects to carry out the first phase of architecture work through to RIBA stage 3, which will deliver designs to Planning Application standard.

There are also three projects seeking Saltash s106 funding support from the Lidl budget and the consideration of these projects has been on hold pending the outcome of the financial review. These projects are:

Saltash football club – seeking £12,000 for floodlights

Livewire –seeking £5,888 for external improvements

The Core – seeking £9,977 for Café work based training programme

Saltash TC's approval of which project, or elements of more than one project, is requested which will be followed by an assessment by the s106 panel.

Saltash Section 106 Funding Deployment Panel**Application Form****A. Overview**

1. Name & Address of Organisation _____
The Core Youth Centre,
Saltash College Campus, Church, Road, Saltash, PL12 4EA

2. Title of Project Café at the Core Work Based Training Programme

3. Brief Description of Project The café is based at The Core Youth Project and is a not for profit community café which is open to the general public and Cornwall College students 5 days a week. The café was first open to ensure sustainability of the youth work at The Core and to bring in much needed revenue to the centre.
4. Total Funding Requested £ 9,977
5. Dates/instalments that funding is Required It is hoped that the programme would start as soon as possible.
6. Please tick to indicate that the following documents have been enclosed
Copy of Accounts (except for public bodies) ☐
Copy of Standing Orders (except for public bodies) ☐
Copy of Insurance for this project (if applicable) ☐

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact Charlotte Carpenter

Date 18th Sept 2017

C. About the applicant organisation

1. Brief description of aims of organisation _____
The Core is a fantastic community asset, which provides a great deal

of services and support to our local community. Whilst youth work is at the heart of what we do, we have also developed into a community space for all ages from babies to the elderly. Our aim is to provide a safe space for young people to grow, socialise and get involved and this ethos runs through all the work that we do. For this reason we want to enhance our volunteering experience so that we can not only support adults to move onto work and gain essential skills, but support young people to take on more responsibility and develop their skills in the café whilst also partaking in national accreditations and courses. Our community café provides a great resource to Saltash and to people from all walks of life.

2. Status of organisation

Charity ☒ Public Body ☐ Community Organisation ☐
CIC ☐ Other ☐

3. Date founded October 2015

4. Project Contact name Charlotte Carpenter

Position Senior Youth Worker / Centre Manager

Contact tel. 01752 843382 / 07837 610274

Email cecarpenter2000@yahoo.co.uk

5. Senior Contact name James Shepherd

Position Chair

Contact tel. 07790 220148

Email jshepherd012@gmail.com

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for In addition to the café The Core also runs a comprehensive programme of activities and support for young people to include; youth nights, after school drop-in's, advice and information drop-in's, boxing club, climbing club and a volunteering incentive scheme. We also hire the space to local community groups and clubs 7 days a week.

-
-
7. In the event that your organisation ceased to exist, what would happen to its resources and assets? _____

Resources and assets would be transferred to another charity providing support services for young people in Saltash

D. About the Project / Project Element

1. Title of Project / Project Element Café@The Core Work Based Training programme.
-
-

2. Description _____

The Café @ the Core will provide real work experience, practical training and personal support for adults and young people. As the café is small and situated within the youth centre, it provides a nurturing environment so that each person taking part will be supported, not just to gain practical skills and qualifications, but to overcome any barriers that may reduce their chances of succeeding.

This training differs from the catering courses offered at Cornwall College as it is focused on people getting the practical skills and experience they require that will enable them to find employment or gain skills, while still looking to develop their futures.

We are able to offer food hygiene training, first aid and all volunteers will be required to undertake a DBS check.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

- i) Town Centre Regeneration ☐

- ii) Generation of Employment Space ☒

Item	Cost	Source of cost (including estimate)
Part of Salary of Café Manager/Trainer	£8,177	This equates to two thirds of the salary of the café manager
Youth Worker support time	£1500	100 hours of support time for young people volunteering in the café. Equates Equates to 2 hours per week.
Accredited course fees	£300	Food hygiene training @ £30 per head for 10 volunteers.
TOTAL		£9,977

8. Total costs requested from Section 106 Funding £9,977 _____
9. If approved, when would the project begin? Nov 2017
10. When would the project be complete? Nov 2018
11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)? _____
After year 1 of the project The Core will look to secure other grant funding to support the training aspect of the Café.
12. Do you require insurance for this project? Yes ☒ No ☐
 If yes, please give details _____
Café@The Core is covered by The Core's insurance policy
13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☐ No ☒
 If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

Saltash Section 106 Funding Deployment Panel**Application Form****A. Overview**

1. Name & Address of Organisation

Livewire Youth Project

2. Title of Project_ Improvements to exterior of building

3. Brief Description of Project

To remove remains of old damaged mural from front of building and replace with Di-bond boards coloured pale blue with down lighting. Decorate the whole front and north side of building taking care with existing mural.

4. Total Funding Requested £ 5888.00

5. Dates/instalments that funding is Required

As soon as possible.

6. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies) ☐ availableCopy of Standing Orders (except for public bodies) ☐ availableCopy of Insurance for this project (if applicable) ☐ available**B. Declaration**

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact



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Date 10 August 2017

C. About the applicant organisation

1. Brief description of aims of organisation

Youth music project for young people aged between 8 and 21 (25 if with special needs). Providing youth work support and information, advice and guidance. Providing music and signing lessons plus training in use of sound and lighting technology and stage management. Opportunities to practice and play on our professionally equipped stage and recording studios.

2. Status of organisation

Charity ☒ Public Body ☐ Community Organisation ☐
CIC ☐ Other ☐

3. Date founded 1946

4. Project Contact name Andy Rance

Position Youth Work Coordinator

Contact tel. 01752843570

Email andy@livewireyouth.com

5. Senior Contact name Steve Warnes

Position Chair of Trustees

Contact tel. 01752201219

6. Email steve@livewireyouth.com

7. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for

Services to young unemployed

Services to young people with mental health issues

We have been upgrading this old building for the last few years. We have almost completed the interior work of decoration and reducing energy consumption. We are undertaking work at the back of the building during this summer and we will be decorating the rest of the building during the autumn. The work

applied for here will complete most of the improvements excepting a disabled ramp at front.

8. In the event that your organisation ceased to exist, what would happen to its resources and assets?

The assets would be liquidated and donated to groups with similar aims to ours. This would be required and overseen by the Charity Commission and our constitution and articles requires this.

D1. About the Project / Project Element

1. Title of Project / Project Element

Improvement of 1960s building on Saltash Waterside - Panelling and down lighting.

2. Description

Removal of old front mural and installation of Dibond aluminium composite sheeting in subtle blue shading - installation of LED down-lighting to new front.

Decoration of front and sides of building plus improvement and decoration to rear storage areas being undertaken as part of this project and already funded by Livewire from independent sources.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

- i) Town Centre Regeneration ☒

We understand that the regeneration of the town centre has now been extended to the historic Waterside district. The Livewire building is a key part of this area and is easily viewed from the bridges, the river and the far shore. These improvements will allow the building to be used by a wider range of community groups and visitors. The building provides a live music venue as well as a range of facilities for young people.

Moreover, the southern end of the waterside will be aesthetically improved and when the old Waterside pub is redeveloped the whole area should be an attraction. This is in keeping with the medium term plans for the area.

ii) Generation of Employment Space ☒

Livewire currently employs approx 10 part time youth workers, musicians and music technicians. The further development of the project could include more activities in the live music venue and in the recording studios which have recently been enhanced by very significant investment by a well know music world personality. Whilst these facilities are to be principally used by young people there will be the creation of employment opportunities. We currently also rent out desk space to other people working with young peoples' issues. From next April we will be employing staff to work on a new project working with young people and their mental health issues.

iii) Other Community Benefit ☒

Livewire participates in local activities on the Waterside and is keen to be involved in the further development of the area both for the general population and visitors. Our mission is to work with young people and with music making.

4. Details of volunteer time involved in project

We anticipate that the in-kind contribution of volunteer time to decorate the entire building will equate to over £2700.

5. Details of other sources/amounts of funding secured

Livewire will provide the funds for the decoration of the building including access equipment and materials. Also the funding to repair and improve the storage sheds at the rear has been secured and will take place over the summer of 2017.

6. Details of other sources/amounts of funding pending

The master plan for the redevelopment of the building inside and outside includes internal redecoration, which is now almost complete plus an overhaul of insulation, heating and ventilation the building. Much of this has been done with the support of the Howton Solar Farm Community Fund and that of volunteers. Two outstanding items include air conditioning/heating units upstairs in the building and the provision of a disabled access/security ramp to the front. We are currently making applications for this to identified funds.

In terms of revenue funding we have significant contracts with training and education providers for work that we do for them. We have a new contract starting in April 2018 to provide support for young people with mental health issues. We are also involved in a bid for funds to provide extended Advice and Guidance support for young people.

7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
Re-panelling of front with <u>Dibond</u> panels and installation of down-lighting	5888.00	Contractors
Refurbishment of rear area storage	3187.20	Livewire to fund
Decoration	4100	Livewire to fund
TOTAL	13175.20	

8. Total costs requested from Section 106 Funding £5888
9. If approved, when would the project begin? ASAP
10. When would the project be complete? Within 3 months of start
11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?
- As a part of our ongoing building maintenance programme

12. Do you require insurance for this project? Yes ☒ No ☐

If yes, please give details All contractors will have suitable insurance as overseen by our contract manager. All volunteer work is covered by our own insurance.

13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☒ No ☐

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

14. Does the project require work valued at £25,000 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage

All planning permissions already gained

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
-----------	----------	---------------------

Physical danger to members during work	High but not likely	All contractors to be briefed and expected to take measures
Sequencing of work	Medium but low likelihood	Discussion between contractor and volunteer force
Use of volunteers	Medium	Briefing and oversight of volunteers by project staff
Opposition to funding of project by council members or committee members	Unknown	Invite members down to see plan and discuss issues

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name Steve Warnes or Andy Rance
 Position Chair of trustee - Youth Work Co-ordinator
 Contact tel. 01752 201219 or 01752 843570
 Email steve@livewireyouth.com or andy@livewireyouth.com

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
Oversight and management of project by Andy Rance, Steve Warnes or Geoff Peggs	£0	Time volunteered by SW and GP and time of AR paid for by Livewire	No
Total	£0		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 £ 5888
 2. Costs from Section D2 £
 3. Costs from Section E £
 4. TOTAL COSTS £ 5888

G. Treatment of Value Added Tax -

Please note that the grants under this scheme are provided net of VAT.

Saltash Section 106 Funding Deployment Panel**Application Form****A. Overview**

1. Name & Address of Organisation _____
Saltash United Football Club Kimberley Stadium, Callington Road
Saltash.PL12 6DX

2. Title of Project Floodlight Refurbishment

3. Brief Description of Project
To replace faulty floodlight wiring and heads for reliability and power
saving

4. Total Funding Requested £12000.00_____
5. Dates/instalments that funding is Required As soon as possible

6. Please tick to indicate that the following documents have been enclosed
Copy of Accounts (except for public bodies) ☐
Copy of Standing Orders (except for public bodies) ☐
Copy of Insurance for this project (if applicable) ☐

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact Mr Steve Morley_____

Date 01/08/2017_____

C. About the applicant organisation

1. Brief description of aims of organisation

SUFC is a community club and an integral part of ongoing sport and welfare in Saltash for adults and children.

2. Status of organisation

Charity ☒ Public Body ☐ Community Organisation ☒
CIC ☐ Other _____ ☐

3. Date founded 1946 _____

4. Project Contact name Mr Steve Morley_____

Position Club Secretary _____

Contact tel. 07928 200107_____

Email aardvark21@btopenworld.com_____

5. Senior Contact name Mr Colin Phillips_____

Position Club Chairman_____

Contact tel. 07904 678184_____

Email colmar@hotmail.co.uk_____

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for *we have been directed by the English Football Association to upgrade our facilities including working floodlights. We have already increased the sizes of our dugouts, changed the composition of our spectator area to increase safety for spectators and players, put up new fencing and walling around the pitch.* _____

7. In the event that your organisation ceased to exist, what would happen to its resources and assets? *The assets would return to Cornwall County Council. Saltash would lose 6 of the towns football*

teams, and the town would lose a free meeting place for many of the charities and organisations who use the venue free of charge.

D. About the Project / Project Element

1. Title of Project / Project Element

To refurbish the floodlights of Saltash United Football Club.

2. Description_____

The heads that contain the lamps are old and leak which in turn shorts the worn cables and causes them to cease working. Because of this we cannot use the lights in the rain. If we cancel games because of this we face having to leave the league. The team finished 2nd in the top league in Cornwall and South West Devon last season and brings pride to the town

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

i) Town Centre Regeneration ☒

The club is in the centre of the town and provides football facilities to children and men of all ages in a very safe environment. The success of the football teams bring teams and supporters to Saltash who in turn spend money within the town.

ii) Generation of Employment Space ☒

We employ 3 staff to work in the club on a part time basis.

iii) Other Community Benefit ☒

We offer the facilities of our club to many organisations in the town, a few are listed here: 6 football teams including 1 under 18 and 1 veteran side, these teams play at the expense of SUFC. We support 2 Charity bingo nights a week, Saltash United Juniors committee, Childrens Halloween and Christmas parties for local children, disabled discos, Charity nights for Childrens South West Hospice, childrens football tournaments, Tamar Trotters Mayfair half marathon, RNLI and Royal Naval Association meetings.

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Charity funday for The Heart Foundation and many many more events. We also have a venue that supplies small and lost cost weddings and parties for those who have to work on a smaller budget.

4. Details of volunteer time involved in project _____
The club is run on a non profit making organisation as per the rules of our lease, by a volunteer committee. These people give their time to run the club giving around 150 hours of their time per week.
-

5. Details of other sources/amounts of funding secured _____
Our only sponsor at present is Bond Timber who do not give us money but assist with the pitch care costs by supplying us with goods required. They pay invoices and keep receipts.
-
-
-

6. Details of other sources/amounts of funding pending ____
We have no other grants pending at present.
We have applied for many grants but have been generally unsuccessful. To gain grants it often requires match funding.
-
-

7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
12 light fittings replaced with Philips optivision mvp 507 mhn-la2000w/842	£9584.64	J.A.H Electrical services
Supply and install 6 Philips control gear units and GPR Box	£4428.54	J.A.H Electrical services
Hire of MEWP collection and delivery of MEWP	£597-50	J.A.H Electrical services

Test and Certification on completion	£50	J.A.H Electrical services
TOTAL	£14660.68 Ex VAT	

8. Total costs requested from Section 106 Funding £ 12000

9. If approved, when would the project begin?

As soon as possible

10. When would the project be complete?

11. Within 4 weeks of start

12. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

Annual preventative maintenance by club officials would be carried out paid for by the club and is not a part of the bid.

13. Do you require insurance for this project? Yes ☐ No ☒

If yes, please give details _____

14. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☒ No ☐

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

15. Does the project require work valued at £25,000 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

16. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage None

17. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
<i>Refurbishment or replace light heads and wiring</i>	<i>Low to Med</i>	<i>Risk assessment from contractor</i>
<i>Put in new switch gear</i>	<i>Low</i>	<i>Risk assessment from contractor</i>

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name Brian Pinkham
 Position Premises Manager _____
 Contact tel. 07842233370 or 01752319779
 Email pinkone@talk21.com _____

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
<u>Project managment</u>	£0		
Total	£0		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 £0 _____
 2. Costs from Section D2 £12,000 or estimate price
 3. Costs from Section E £0 _____
 4. TOTAL COSTS £12,000 or estimate price

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

***Please refer to Reports pack for Pilmere, Saltash Station Buidling and Planning**

Appendix N**Report and recommendation for Station Property Sub Committee,
Saltash Town Council**

1. We received five responses to the Invitation to Quote, which were separately evaluated by Richard Bickford, Christina Dixon and Hilary Bracegirdle against the criteria set out in the Invitation:

Relevant experience of the project team (40%)

(such as experience of working with historic buildings; Experience of involving the community; Experience of creating mixed use buildings; Experience of working within grant conditions from public bodies or foundations; Strength and breadth of project team including subcontracted consultants)

Robustness of proposed methodology in response to the brief (40%)**Price (20%)**

2. A table of the combined marking is provided below. In summary, the results are:

Bailey Partnership	27.5
Le Page Architects ¹	25
Ercle	21.5
S34 Architecture (Ian Taylor)	20
Space Design Architecture	15

3. **We therefore recommend that Bailey Partnership be appointed to the role with fees of £8200 to be paid from the Station Project Development budget**

Bailey Partnership provided a well set-out response which responded excellently to the brief. Their methodology which showed a clear understanding of the process. Their project team has excellent breadth and strength (they employ over 100 staff across five offices) and includes conservation architects, QS, and project managers. They provided clear evidence of relevant experience with listed buildings such as The Millfields and The Museum of Rural Life, and have worked within grant conditions. They have also a track record of working with community groups and town councils; a very interesting example is their creation of work hubs in listed buildings in Torbay. They have also delivered projects with mixed uses such as cafes/bars/restaurants. They were the only respondent to mention the importance of environmental measures, which is good practice and which funders generally expect.

4. However, Bailey Architects did not give an estimate of RIBA stages 4 – 7. Although this is not part of the assessment at this stage, and the project will be retendered anyway, it would be prudent to have a discussion about this at their inception meeting. Also, the daily rate for their Director is relatively high so it will be very important to manage the project closely, to avoid the need to buy in additional hours from him.

¹ Please note potential conflict of interest – Hilary B formerly chaired a committee of which Amanda le Page was a member and Le Page are appointed to work on Plympton Guildhall

Scoring

Fee were as follows

Company A	£9600	Scored as 2
Company B	£8200	Scored as 4
Company C	£7665	Scored as 6
Company D	£7510	Scored as 6
Company E	£7450	Scored as 6

Note : where no consultant and surveyor fees were indicated a sum of £2610 was added to equalise the costs.

	Price (20%) (Max 6)	Relevant experience (40%) (Max 12)	Methodology (40%) (Max 12)	TOTALS
IAN TAYLOR				
CD		2	3	
RB		2	3	
HB		1	3	
Total		5	9	14
Price	6			6
FINAL SCORE				20
SPACE				
CD		2	1	
RB		2	1	
HB		2	1	
Total		6	3	9
Price	6			6
FINAL SCORE				15
BAILEY				
CD		3.5	4	
RB		4	4	
HB		4	4	
Total		11.5	12	23.5
Price	4			4
FINAL SCORE				27.5
LE PAGE				
CD		4	2	
RB		4	2	
HB		4	3	
Total		12	7	19
Price	6			6
FINAL SCORE				25

ERCLE				
CD		3	3	
RB		2.5	3	
HB		4	4	
Total		9.5	10	19.5
Price	2			2
FINAL SCORE				21.5

Introduction to Bailey Partnership (taken from their response)

'Bailey Partnership is a multidisciplinary practice, employing over a 100 staff, within 5 offices across the South of England, Saltash Station will be supported primarily by the Plymouth Office that has specialist staff with experience of this type of project.

We are an award winning architectural led multidisciplinary consultancy and can offer a wide range of disciplines in house. We have chartered architectural practice within the overall multidisciplinary organisation, and have Chartered Architects, including conservation specialisms, Chartered Interior Designers, Chartered Architectural Technologists and a support team of architectural assistants, BIM coordinators and technicians. In addition, we have in house cost consultants / quantity surveyors, town planners, project managers, building surveyors, mechanical and electrical building services engineers and principal designers, all with refurbishment and historic building experience. Where necessary we can utilise our experienced historic building consultancy, using an RICS accredited conservation surveyor, to advise on heritage aspects of the project.

Established in 1971, Bailey Partnership has steadily grown into one of the top small/medium sized consultancies, now employing around 100 staff in offices across the South of England.

The Practice is well used to working collaboratively on community refurbishment and regeneration projects with local authorities, town councils, community groups as well as multi-stakeholder project boards and project working groups.

The team are well versed in local authority procedures, reporting structures and governance requirements. Within the practice we have specialist conservation architects, technologists and surveyors and have an excellent track record with historic buildings and community projects, particularly the conversion of heritage buildings.

Our team is well positioned to undertake community projects and have a strong record of engagement, listening and delivery of successful, sustainable projects. We have current experience of assisting with bids in relation to HLF funded projects. We are currently working with Cornwall Council on projects spanning several frameworks and individual appointments, including the rationalisation of Cornwall Council offices and functions across the county and many school and nursery projects.

Locally, aside from our previous involvement with Saltash Train Station, we have also been involved with a number of schemes within Saltash, including the club changing facilities at Salt Mill Park (in conjunction with Groundwork Trust), and proposals for the renovation of the Scouts Water Activity Centre. We have also developed business parks and apartments.'

HJB 26/10/17

